



## Guideline Submission Checklist

This checklist may be used as a guide for gathering the information required for submission of guidelines to NGC.

All submissions must include the following information:

☐ Developing/Submitting Organization(s) Identifying Information as follows:

- Developer organization name
- Contact name(s)
- Contact title(s)
- Full address(es)
- Telephone number(s)
- E-mail address(es)

☐ A listing of the titles being submitted for consideration.

☐ Electronic copies of each guideline submitted along with copies of supporting guideline documentation (e.g., systematic review, evidence report, technology assessment). Electronic copies or the URL(s) where they can be accessed.

☐ Completed NGC Copyright Agreement Form (if applicable).

*Note: For guidelines in the public domain, no copyright permission is required.*

All of the criteria below must be met for a clinical practice guideline to be included in NGC. Guideline developers should be able to demonstrate the following for new and updated guidelines:

☐ The clinical practice guideline contains systematically developed statements including recommendations intended to optimize patient care and assist physicians and/or other health care practitioners and patients to make decisions about appropriate health care for specific clinical circumstances.

☐ The clinical practice guideline was produced under the auspices of a medical specialty association(s); relevant professional society(ies), public or private organization(s), government agency(ies) at the Federal, State, or local level; or health care organization(s) or plan(s). A clinical guideline developed and issued by an individual(s) not officially sponsored or supported by one of the above types of organizations does not meet the inclusion criteria for NGC.

☐ The clinical practice guideline is based on a systematic review of evidence as demonstrated by documentation of each of the following features in the clinical practice guideline or its supporting documents:

- ☐ An explicit statement that the clinical practice guideline was based on a systematic review
- ☐ A description of the search strategy that includes:
  - A listing of database(s) searched
  - A summary of search terms used
  - The specific time period covered by the literature search including the beginning date (month/year) and end date (month/year)
  - The date(s) when the literature search was done
- ☐ A description of the study selection that includes:
  - The number of studies identified
  - The number of studies included
  - A summary of inclusion and exclusion criteria
- ☐ A synthesis of evidence from the selected studies (e.g., a detailed description or evidence tables)

- ☐ A summary of the evidence synthesis included in the guideline that relates the evidence to the recommendations (e.g., a descriptive summary or summary tables)

☐ The clinical practice guideline and/or its supporting documents must contain an assessment of the benefits and harms of recommended care and alternative care options.

☐ The full text guideline is available in English to the public upon request (for free, or for a fee).

☐ The guideline is current and the most recent version.

☐ The guideline was developed, reviewed, or revised within the last five years as evidenced by the systematic review or detailed description of the methodology.